

Appendix C

Standard Operating Procedures (SOPs)

The table below lists several Standard Operating Procedures (SOPs) for CNPs.

Standard Operating Procedures: Receiving

A calibrated, accurate thermometer is used to take temperatures of potentially hazardous foods (foods in which microorganisms are able to grow rapidly – they are often moist, high in protein, and have a neutral or slightly acidic pH).

Temperatures of frozen and refrigerated foods are taken immediately upon delivery.

Potentially hazardous foods (foods in which microorganisms are able to grow rapidly – they are often moist, high in protein, and have a neutral or slightly acidic pH) are removed from the temperature danger zone (41°F to 140°F) and placed in storage as quickly as possible.

Refrigerated foods are received at or below 41°F.

Only pasteurized dairy products are accepted.

Frozen foods are received solidly frozen.

Potentially hazardous foods that are not at acceptable temperatures are rejected.

Cans with swelled tops or bottoms, leakage, flawed seals, rust or dents are not accepted by the operation. **Unacceptable products are rejected.**

Products should be evaluated by odor, sight, and touch. **Unacceptable products are rejected.**

Dry goods are dry, free of mold, and free of insects. Packages are not to be punctured, slashed, or torn. **If so, they are not accepted.**

Products must meet order specifications.

Standard Operating Procedures: Storage

Food is stored in its original container if the container is clean, dry, and intact. If necessary, food is re-packaged in cleaned and labeled containers.

Food is never put into empty chemical containers and vice versa.

FIFO (First-In-First-Out) procedures are used for storage. Items are labeled for date received.

Dry storage temperatures are between 50°F and 70°F.

Cooked and ready-to-eat foods are stored above raw foods, never below.

Refrigerator temperatures are between 32°F and 41°F and are checked daily.

Freezer temperature is 0°F or below and is checked daily.

All food stored in the refrigerator or freezer is covered, dated and labeled.

Potentially hazardous foods are stored no more than seven days at 41°F or for four days at 45°F, from the date of preparation. Products are dated.

Pesticides and chemicals are stored in a locked cabinet away from food handling and storage areas.

Detergents, sanitizers, polishes, and other cleaning agents never should come into contact with food and are stored in original labeled containers. They are stored away from food storage.

Standard Operating Procedures: Preparation

Ingredients are pre-chilled (sandwiches and salads).

Potentially hazardous frozen foods are always thawed in refrigerators at 41°F or lower.

If needed for *immediate* cooking, frozen potentially hazardous food products are thawed under potable running water at 70°F or lower and prepared within four hours. The frozen potentially hazardous food products can also be thawed in the microwave **if** these products are cooked conventionally immediately upon thawing.

The lowest shelf in the refrigerator is used for thawing meats, fish, and poultry to prevent cross-contamination.

Raw products are separated from cooked and/or ready-to-eat products during preparation.

If thawed potentially hazardous foods are maintained above 41°F for more than four hours, the foods are discarded.

Standard Operation Procedures: Cooking

Foods are cooked to the recommended minimum end-point temperatures or higher.

Temperatures of potentially hazardous foods are checked in the product's center or thickest part.

Internal food temperatures are measured using a cleaned and sanitized thermocouple or thermometer accurate to $\pm 2^\circ\text{F}$.

Thermometers and thermocouples are cleaned and sanitized before and after **each** use.

Batch cooking (preparing food as needed) is used to reduce holding times of food.

The temperature of cooking equipment is allowed to return to the required temperatures between batches.

Hot-holding equipment is not used to cook food.

When cooking potentially hazardous food products in a microwave, the final internal temperature is at least 165°F.

Fruits and vegetables that are cooked for hot holding are cooked to at least 140°F.

Ready-to-eat food that is commercially processed and packaged is heated to 140°F for hot service.

Standard Operating Procedures: Holding/Serving

If potentially hazardous foods are held out of temperature control in the temperature danger zone (41°F - 140°F) for more than 4 hours, they are discarded.

If hot foods are held between 41°F and 140°F for less than four hours, they should be reheated to 165°F before serving.

Holding equipment should be preheated or prechilled to maintain the correct temperature.

New product is never mixed with old product.

Raw potentially hazardous food is never mixed with cooked food.

After preparation, cold foods are held at 41°F or below.

Temperatures on serving lines are checked at least every two hours.

Transported foods are held hot at $\geq 140^{\circ}\text{F}$ or cold at $\leq 41^{\circ}\text{F}$. If held at incorrect temperatures for more than four hours, food is discarded. If less than four hours, food to be served hot is reheated to 165°F.

Standard Operating Procedures: Reusing Prepared Foods

If potentially hazardous foods are held in the temperature danger zone (41°F - 140°F) for more than four hours, they are discarded.

Hot, potentially hazardous foods are cooled to 70°F within two hours and to 41°F within an additional four hours.

If it appears that food will not cool to 70°F within two hours, reheat it to 165°F or higher for at least 15 seconds within two hours. Then serve food or immediately begin the cooling process and use proactive means to speed cooling.

If potentially hazardous foods are cooled too slowly, they are discarded.

Foods reheated in a microwave must be heated to 165°F. The food should stand for two minutes so the heat spreads evenly throughout. If possible, the food should be stirred or rotated.

Foods to be reused are heated to 165°F (in the thickest part) within two hours. If not, product is discarded.

Before storing, cooled foods are labeled with the date and time they were prepared.

Refrigerated, ready-to-eat, potentially hazardous foods that are prepared and held for more than 24 hours must be used within seven days or less if food is held at 41°F or lower, or four days or less if held at 45°F or lower, from the date the foods were prepared.

Standard Operating Procedures: Cleaning and Sanitizing

Kitchenware is washed, rinsed, and sanitized after each use.

Equipment that handles potentially hazardous foods is cleaned at least every four hours

The third sink of a three-compartment sink is used for sanitizing. Items are sanitized by being immersed in either:

- hot water (171°F) for 30 seconds.
 - a properly mixed chemical sanitizing solution for the recommended time.
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If using a hot water sanitizing machine, the wash (150°F - 165°F) and the sanitizing water (165°F - 194°F) temperatures are checked daily and maintained. (Temperatures vary depending on type of equipment.)

For fixed equipment, removable parts are removed after each use, then washed, rinsed, and sanitized by immersion.

For fixed equipment, non-removable food contact surfaces are washed, rinsed, and sanitized with a cloth.

Standard Operating Procedures: General Food Preparation and Service

Thermometers and other temperature measuring devices are calibrated regularly.

Times and temperatures are recorded accurately.

Raw food is separated from cooked and ready-to-eat food.

Only potable (safe-to-drink) water comes in contact with food and food-contact surfaces and is used in making ice.

Uncleaned and nonsanitized surfaces of equipment and utensils do not contact raw or cooked, ready-to-eat food.

Food-contact surfaces are cleaned and sanitized before and after every use.

Food-contact surfaces are cleaned and sanitized after an interruption.

Food-contact surfaces are cleaned and sanitized at least every four hours during continual use.

Employees do not touch ready-to-eat food with bare hands.

Employees wear plastic gloves and have minimal direct contact with food.

Plastic gloves are worn over cuts and abrasions and bandages on hands and forearms.

Employees change gloves when they become soiled or torn, before beginning a different task, and at least every two hours, or more often, if necessary, during continual use.

Employees wash hands using warm-hot water and a 20-second scrub with soap before beginning to work, before putting on gloves, when changing gloves, during work as needed, when switching from working with one food to another, when going from a nonfood preparation task to a food preparation task, after clearing tables, scraping, or washing dirty dishes and utensils, and after touching anything that might be a source of contamination (telephone, raw food, smoking, eating, drinking, chewing gum or tobacco, sneezing, coughing, using the toilet, handling trash or garbage, touching head, hair, or face).

Employees do not sneeze or cough near foods.

Employees do not have sores or signs of transmittable illnesses.

Employees are required to report health problems.

Employees with diarrhea, fever, vomiting, jaundice, sore throat with fever, uncontrollable, excessive coughing or sneezing, and open skin sores do not work with edible foods.

Employees who are ill are sent home.

Standard Operating Procedures: Personal Hygiene

Employees wash hair and bathe daily.

Employees wear clean clothing.

Employees wear hair restraints.

Employees keep nails short and clean and do not wear fingernail polish or artificial nails.

Employees eat, drink, and smoke only in designated break areas.

Employees do not wear jewelry.

Employees do not touch hair, hair restraints, clothes, or skin (without afterward thoroughly washing hands and exposed parts of arms).

Standard Operating Procedures: Equipment Maintenance

Temperature measuring devices are calibrated regularly.

Cooking and hot-holding equipment (grills, ovens, steam tables, etc.) are routinely checked, calibrated if necessary, and are operating properly.

Cooling equipment (refrigerators, rapid chill units, freezers, salad bars, etc.) are routinely checked, calibrated if necessary, and are operating properly.

Warehousing equipment is operating according to manufacturer's specifications.

* The following order should be used for storing raw foods (from top to bottom) in a refrigerator:

- cooked and ready-to-eat foods (top shelf)
- raw fish
- raw beef roasts
- raw pork, bacon, and sausage
- raw ground beef and ground pork
- raw chicken (bottom shelf)

**** The following minimum safe internal cooking temperatures are recommended:** Refer to the U.S. *Food Code* for additional temperatures.

Product	Temperature
Poultry, stuffing, stuffed meats, stuffed pasta.	165°F for 15 seconds
Ground or flaked meats including hamburger, ground pork, flaked fish, sausage, gyros, and egg dishes, injected meats	155°F for 15 seconds
Beef and pork roasts, cured pork roasts	145°F for three minutes
Beef steaks, veal, lamb, pork	145°F for 15 seconds
Fish	145°F for 15 seconds
Fruits and vegetables cooked for hot holding	140°F
Any potentially hazardous food cooked in a microwave oven	165°F; let food stand for two minutes after cooking